



Parking Permit Policies

January 2016

The Town of Lexington operates an annual parking permit program that is aimed toward accommodating employees working in Lexington Center.

Fees

Parking permits are issued on an annual basis from March 1 through February 28 of the following year. Annual fees for each lot are as follows:

Church of Our Redeemer	\$150
St. Brigid's Parish	\$100

Lost permits are subject to a \$25 replacement fee. Lost permits will be invalidated and a new permit issued. If lost, please promptly notify the Traffic Bureau at the Police Station (781) 862-1235.

Permit Use

- Registration numbers for up to five vehicles may be displayed on one permit. Each permit is only valid for one vehicle at a time. The permit **may not** be used with any other vehicle whose registration number is not provided.
- A permit is only valid for the lot for which it is issued.
- **The permit must be displayed on the inside of the authorized vehicle so that the permit tag may be read by a police officer. If the permit is not displayed, or the vehicle is not parked in an area designated for permit parking, a parking violation may be issued.**
- Available permits will be assigned via a waiting list. All requests for new parking permits must be processed through the waiting list.
- Parking permit owner is the individual or company that issues the check to pay for the parking permit. Parking permits are non-transferable between owners.

Parking Permit Regulations

The following regulations were adopted by the Board of Selectmen in 1982 and amended in January 2000. These regulations govern the use of off-street parking lots operated by the Town of Lexington and designated for permit parking only.

- 1) The permit is issued to an individual or a company (permit holder) and may be used for the parking for one of up to five (5) authorized vehicles, the motor vehicle registration number of which is listed, by the permit holder on the application form. The permit may not be used with any other vehicle whose vehicle registration number has not been listed on the permit application.
- 2) Permits are issued for periods of twelve months only. All permits currently expire on the 28th of February and will be stamped accordingly. The expiration date of the permit may be extended to accommodate the permitting renewal process. Permit fees issued after the annual renewal period will be prorated on a daily basis.
- 3) The permit tag must be hung on the rear-view mirror of the authorized vehicle so that the tag may be read by a police officer. If the permit tag is not displayed, a parking violation may be issued for unauthorized parking in a restricted area
- 4) The permit holder is entitled to park in any space within the designated parking area in the lot for which the permit is issued.
- 5) Permits for Town owned lots are valid from 6:00 a.m. until 12 Midnight. No overnight parking is permitted in any lot.

- 6) Permits issued for the Church of Our Redeemer lot are valid from 6:00 a.m. until 6:00 p.m. After 6:00 p.m. to 12 Midnight Church of Our Redeemer permits are valid in the Town owned Depot Square Lot and on Saturday from 6:00 AM to 12 Midnight. Permits issued for the new St. Bridgid's Parish lot are valid from 7:00 a.m. until 10:00 p.m. In case of a special event occurring during the leased period, the Police Department may authorize alternate arrangements, on a temporary basis, by specific notification of, and at no additional cost to permit holders.

Permit holders receive no other privileges for the use of Town operated parking spaces elsewhere in the Center; they must abide by all other traffic and parking rules including use of meters.

- 7) If the permit is lost, a \$25.00 replacement fee will be charged.
- 8) Reasonable care is given to the cars left in our custody. We are not responsible for loss or damage due to Fire, Theft, or Collision,. Vehicles and their contents are left entirely at the owners risk.
- 9) Permits for parking spaces in permit lots will be issued on a first come/first served basis. If permits have been issued for all the spaces in a lot, names will be placed on a waiting list. If a parking space becomes available, it shall be offered to the person whose name bears the earliest date, and to all other persons in the chronological order of the waiting list, until a permit is issued.

- 10) The Town reserves the right to revoke a permit for violations of these regulations and may require the permit holder to surrender the permit. In the case of repeated violations of these regulations, the Town reserves the right to place a permit holder in a probationary status and not issue a new permit for a period of up to six months.
- 11) The Town reserves the right to remove, replace, relocate, or terminate any permit with a 60-day notice.

Signed Certification

I have read and understand the terms and conditions of holding and using a parking permit for a Lexington Center lot. As a permit holder, I certify that I or my company will follow the policies and regulations outlined herein.

Signed: _____

Name: _____

Dated: _____

Company: _____

EMAIL Address (required): _____